

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS**

**RFP #2267**

**DISTRICT COURT OF MARYLAND, 251 ROWE BLVD. ANNAPOLIS, MD 21401**

**February 3, 2015**

#### **Judiciary Panel Representatives:**

Robin Smith, Procurement Office  
Joseph White, District Court  
Raymond Mack – District Court Headquarters

Attendees list is posted as a separate document on the Judiciary's Procurement website MDCourts.gov and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representatives to introduce themselves.

#### **Ms. Smith placed emphasis on the following:**

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 10 Proposal Due/Closing Date - proposals must be emailed to the Procurement Officer on time by February 16, 2015 by 2:00PM Local Time. Proposals received late will not be considered.

#### **Comments from Pre-Proposal Conference:**

- Service entrance for vendor will be at back of building (employee entrance). No loading dock available.
- Carpet will be left in place. Contractor is responsible for protecting and keeping the carpet clean.
- Cove base is required. Color shall match existing.
- Contractor is responsible for moving furniture. If needed, file cabinets can be emptied and returned by District Court personnel.
- The 2 lights outside will have to be moved over. The 2 interior lights will have to come down and returned to DGS.
- Addendum to change Project Manager, Lisa Ritter.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site MDCourts.gov and eMaryland Marketplace as well as any Addendums to RFP.

The Walk thru begin at 12:15pm

**Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.**

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**